SMART

Statewide Management, Accounting and Reporting Tool

Activity Guide –

AR353: Creating and Processing Billing

State of Kansas

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Activity 1 - Demonstration: Online Bill Entry

Scenario
You are a **Billing Processor** for your agency. You need to enter a regular bill for one-time services provided to an existing customer. Enter the necessary header and line information on the bill and the AR distribution by adding an entry type and reason code. Then, go to the accounting information on the Acctg - Rev Distribution page and confirm the correct distribution code is used as well as the related ChartField distribution for the bill. Finally, include a standard note that is visible to the customer.

Menu Path
Billing → Maintain Bills → Standard Billing → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Watch your instructor as he/she demonstrates online bill entry in SMART. DO NOT perform this exercise along with your instructor.

Required Data

Field	Value
Standard Billing: Add a New Value	
Business Unit	17300
Invoice	NEXT [default value]
Bill Type Identifier	JOB
Bill Source	ONLINE
Customer	000000000000251
* Click the **Add** button	
Header – Info 1	
Status	NEW [default value]
Invoice Date	Today's date
Frequency	Once [default value]
Invoice Form	[defaults from values entered on the Add a New Value page]
From Date	[today's date – 2 months]
To Date	[today's date – 2 weeks]
Pay Terms	[defaults from values entered on the Add a New Value page]

Field	Value
Pay Method	[defaults from values entered on the Add a New Value page]
Remit To	[defaults from values entered on the Add a New Value page]
Bank Account	[defaults from values entered on the Add a New Value page]
Accounting Date	Today's date
Account	[defaults from values entered on the Add a New Value page]
Sales	[defaults from values entered on the Add a New Value page]
Bill Inquiry Phone	[defaults from values entered on the Add a New Value page]
Credit	[defaults from values entered on the Add a New Value page]
Collect	[defaults from values entered on the Add a New Value page]
Biller	[defaults from values entered on the Add a New Value page]
Line – Info 1	
Table	ID
Identifier	PRINT BILL (INV)
* Press **[Enter]** to populate information related to the Identifier	
Quantity	500
Unit Price	0.10
UOM	[defaults from Identifier]
From Date	[defaults from Header – Info 1 page]
Through Date	[defaults from Header – Info 1 page]
* Click the **Refresh** button	
Gross Extended	Defaults based on the **Quantity** and **Unit Price** fields
Navigation:	Line Info 2 option from drop down list
Line – Info 2	
Entry Type	INV
Entry Reason	PRNT
Navigation:	Acctg – Rev Distribution option from the drop-down list
Acctg – Rev Distribution	
Code	Confirm INVPRNT displays
All fields	Review the ChartField distribution
Navigation:	Header – Note option from the drop-down list

Field	Value
Header – Note	
Standard Note Flag	Checkbox selected
Std– Note:	Click the Standard Note lookup, choose Thank You
* Click the **Save** button	

Activity 2 - Walkthrough: Enter Express Bills

Scenario
You are a **Billing Processor** who needs to bill a customer for several items that were purchased. Due to the number of lines required for the bill, use the Express Billing functionality in SMART to quickly enter only the necessary information for the bill.

Menu Path
Billing → Maintain Bills → Express Billing → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to enter express bills in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Express Billing: Add a New Value	
Business Unit	17300
Invoice	NEXT [default value]
Identifier	JOB
Bill Source	ONLINE
Customer	000000000000253
* Click the **Add** button	
Line List	
Sequence 1	
Table	ID
Identifier	PRINT BILL (INV)
Quantity	50
UOM	EA
Unit Price	0.25
Lines to Add	3
Insert Bill Lines	Click the Insert Bill Lines (+) button
Sequence 2	
Table	ID

Field	Value
Identifier	PRINT BILL (INV)
Quantity	100
UOM	EA
Unit Price	0.45
Sequence 3	
Table	ID
Identifier	WRK ORD BILL (INV)
Quantity	1
UOM	EA
Unit Price	50
Sequence 4	
Table	ID
Identifier	WRK ORD BILL (INV)
Quantity	1
UOM	EA
Unit Price	75
* Click the **Save** button	

Activity 3 –Challenge: Entering Bills Using Standard and Express Billing

Scenario
You are a **Billing Processor** for your agency. Your supervisor has asked you to create two new bills for existing customers. Use the Standard Billing functionality to create the first bill for customer **Katz Paper Supply**, **000000000000254**, that has only two bill lines and include all necessary AR Distribution information. For customer **Mason Paper Supply, 000000000000255,** use the Express Billing functionality to create a new bill with five lines and include both a standard and custom note. Make the standard note visible to the customer on the invoice and the custom note private, visible only within your agency.

Menu Path
Billing → Maintain Bills → Standard Billing → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
Standard Billing: Add a New Value	
Business Unit	17300
Invoice	NEXT [default value]
Bill Type Identifier	PKG
Bill Source	ONLINE
Customer	000000000000254
* Click the **Add** button	
Header – Info 1	
Status	NEW [default value]
Invoice Date	01/22/2010
Frequency	Once [default value]
From Date	01/04/2010

Field	Value
To Date	01/22/2010
Pay Terms	IMMED
Accounting Date	01/22/2010
Line – Info 1	
Bill Line – Seq 1	
Table	ID
Identifier	MISC. CHRG (INV)
Qty	5
UOM	Day
From Date	01/04/2010
Through Date	01/08/2010
Unit Price	5
** Click the Add a New Row [**+**] button*	
Bill Line – Seq 2	
Table	ID
Identifier	MISC. CHRG (INV)
Qty	5
UOM	Day
From Date	01/18/2010
Through Date	01/22/2010
Unit Price	5
** Click the **Info Line 2** link*	
Line – Info 2	
Bill Line – Seq 1	
Entry Type	INV
Entry Reason	PARK
Bill Line – Seq 2	
Entry Type	INV
Entry Reason	PARK
Navigation	Acctg – Rev Distribution option from the drop-down list
Acctg - Rev Distribution	
Bill Line – Seq 1	
Code	INVPARK
Bill Line – Seq 2	
Code	INVPARK
** Click the **Save** button*	
Express Billing: Add a New Value	
Business Unit	17300
Invoice	NEXT [default value]
Bill Type Identifier	WO
Bill Source	ONLINE

Field	Value
Customer	000000000000255
Add	Click the Add button
Line List	
Sequence 1	
Table	ID
Identifier	WRK ORD BILL (INV)
Quantity	1
UOM	EA
Unit Price	150
Lines to Add	4
Insert Bill Lines	Click the Insert Bill Lines (+) button
Sequence 2	
Table	ID
Identifier	PRINT BILL (INV)
Quantity	750
UOM	EA
Unit Price	0.10
Sequence 3	
Table	ID
Identifier	PRINT BILL (INV)
Quantity	500
UOM	EA
Unit Price	.15
Sequence 4	
Table	ID
Identifier	MISC. CHRG (INV)
Quantity	1
UOM	EA
Unit Price	25
Sequence 5	
Table	ID
Identifier	MISC. CHRG (INV)
Quantity	1
UOM	EA
Unit Price	25
* Click the **Save** button	
Header – Note	
Bill Line Note 1	
Standard Note Flag	Checkbox selected
Std Note	THANK YOU

Field	Value
Add a New Row	Click the Add a New Row [+] button
Bill Line Note 2	
Internal Only Flag	Checkbox selected
Note Type	CUSTNOTE
Note Text	This customer requires that a sample of each copy be reviewed prior to completion of the full order.
* Click the **Save** button	

Following is an example of a completed invoice for the Express Billing part of the Activity 3 Scenario. Notice the Standard Note below the heading.

INVOICE

Please Remit To:

REMIT BANK
Dept. of Administration
Attn: Facilities Management
900 SW Jackson, Rm. 600-N
Topeka KS 66612-1248
United States

Page:	1
Invoice No:	173WO250
Invoice Date:	03/12/2010
Customer Number:	000000000000255
Payment Terms:	NET 30
Due Date:	04/11/2010

Bill To:

Mason Paper Supply
354 N. Kansas Avenue
Topeka KS 66612
United States

AMOUNT DUE:	350.00	USD

For billing questions, please call   785-296-4613

Thank you for your prompt payment!

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		WRK ORD BILL	Work order billing (invoice)	1.00	EA	150.00	150.00
2		PRINT BILL (I	Printing billing (invoice)	750.00	EA	0.10	75.00
3		PRINT BILL (I	Printing billing (invoice)	500.00	EA	0.15	75.00
4		MISC. CHRG (I	Misc. charges (invoice)	1.00	EA	25.00	25.00
5		MISC. CHRG (I	Misc. charges (invoice)	1.00	EA	25.00	25.00

SUBTOTAL:	350.00
TOTAL AMOUNT DUE :	350.00

Activity 4 – Walkthrough: Enter and Copy an Existing Bill

Scenario
In this scenario, you need to create a new bill similar to an existing bill. To save time, create the new bill by copying the invoice.

Menu Path
Billing → Maintain Bills → Copy Single Bill

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to enter and copy an existing bill in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Copy Single Bill: Find an Existing Value	
Business Unit	17300
Invoice	173PKG58
Copy Single Bill	
* Click the **Copy Bill** radio button	
* Click the **Save** button	
* Click the **Go to Bill Header – Gen. Info** link	
Header – Info 1	
Invoice Date	<Today's date>
Accounting Date	<Today's date>
Line – Info 1	
All fields	Review all fields
Line – Info 2	
All fields	Review all fields
Acctg – Rev Distribution	
All fields	Review all fields

Activity 5 - Walkthrough: Define Copy Group Header and Detail

Scenario
In this scenario, you are the **Billing Administrator** at your agency and need to define a copy group header so you can copy multiple bills at the same time.

Menu Path
Billing → Maintain Bills → Define Bill Copy Group

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to define a bill copy group header and details in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Define Bill Copy Group: Add a New Value	
Bill Copy Group ID	See user specific data
Copy Group Header	
Status	Active
Short Description	Maintain
Description	Regular maintenance services
* Click the **Save** button	
Define Copy Group Detail :Define Copy Group Detail 1	
Template Invoice ID	173WO199
Copy Begin Dt	<Today's Date>
Copy End Dt	<Today's Date>
*Insert Copy Bill Selection line	Click [+] button
Template Invoice ID	173WO200
Copy Begin Dt	<Today's Date>
Copy End Dt	<Today's Date>
*Insert Copy Bill Selection line	Click [+] button
Template Invoice ID	173WO201
Copy Begin Dt	<Today's Date>
Copy End Dt	<Today's Date>
New Bill Status	NEW

Field	Value
* Click the **Select All** button	
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Bill Copy Group ID	BILLGRP1
Instructor 2	Bill Copy Group ID	BILLGRP2
Instructor 3	Bill Copy Group ID	BILLGRP3
User 1	Bill Copy Group ID	BILLGRP4
User 2	Bill Copy Group ID	BILLGRP5
User 3	Bill Copy Group ID	BILLGRP6
User 4	Bill Copy Group ID	BILLGRP7
User 5	Bill Copy Group ID	BILLGRP8
User 6	Bill Copy Group ID	BILLGRP9
User 7	Bill Copy Group ID	BILLGRP10
User 8	Bill Copy Group ID	BILLGRP11
User 9	Bill Copy Group ID	BILLGRP12
User 10	Bill Copy Group ID	BILLGRP13
User 11	Bill Copy Group ID	BILLGRP14
User 12	Bill Copy Group ID	BILLGRP15
User 13	Bill Copy Group ID	BILLGRP16
User 14	Bill Copy Group ID	BILLGRP17
User 15	Bill Copy Group ID	BILLGRP18
User 16	Bill Copy Group ID	BILLGRP19
User 17	Bill Copy Group ID	BILLGRP20
User 18	Bill Copy Group ID	BILLGRP21
User 19	Bill Copy Group ID	BILLGRP22
User 20	Bill Copy Group ID	BILLGRP23

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Bill Copy Group ID	BILLGRP24
Instructor 2	Bill Copy Group ID	BILLGRP25
Instructor 3	Bill Copy Group ID	BILLGRP26
User 1	Bill Copy Group ID	BILLGRP27
User 2	Bill Copy Group ID	BILLGRP28
User 3	Bill Copy Group ID	BILLGRP29
User 4	Bill Copy Group ID	BILLGRP30
User 5	Bill Copy Group ID	BILLGRP31
User 6	Bill Copy Group ID	BILLGRP32
User 7	Bill Copy Group ID	BILLGRP33

User	Field	Value
User 8	Bill Copy Group ID	BILLGRP34
User 9	Bill Copy Group ID	BILLGRP35
User 10	Bill Copy Group ID	BILLGRP36
User 11	Bill Copy Group ID	BILLGRP37
User 12	Bill Copy Group ID	BILLGRP38
User 13	Bill Copy Group ID	BILLGRP39
User 14	Bill Copy Group ID	BILLGRP40
User 15	Bill Copy Group ID	BILLGRP41
User 16	Bill Copy Group ID	BILLGRP42
User 17	Bill Copy Group ID	BILLGRP43
User 18	Bill Copy Group ID	BILLGRP44
User 19	Bill Copy Group ID	BILLGRP45
User 20	Bill Copy Group ID	BILLGRP46

Activity 6 - Walkthrough: Run Bill Copying Group Process and Amend a New Bill

Scenario

In this scenario, you are a **Billing Administrator** and need to run the Bill Copy Group process to create copies of bills based on a copy group you previously defined. In addition, you need to change the pay terms to immediate, IMMED, on the first bill in the copy group.

Menu Path

Billing → Maintain Bills → Copy Bill Group

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to run the bill copying group process and amend a new bill in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Bill Copy Group: Add a New Value	
Run Control ID	BillCopyGrp_[your initials]
Run Bill Copy Group	
Bill Copy Group ID	See user specific data
Bill Header From Date	<Today's date>
To Date	<Today's Date + 2 months>
Bill Line From Date	<Today's date>
To Date	<Today's Date + 2 months>
Invoice Date	<Today's Date>
Accounting Date	<Today's Date>
* Click the **Run** button	
Process Scheduler Request	
Server Name	PSNT
Select	Copy Group of Bills
Type	Web
Format	PDF

Field	Value
* Click the **OK** button	
Run Bill Copy Group	
Process Instance Number	_____ - Note the process instance number created for the process request
Process Monitor	Click the Process Monitor link
Process List	
Refresh	Click the Refresh button until Run Status is "Complete" and Distribution Status is "Posted"
Define Copy Group Details	
Bill Copy Group ID	See user specific data
* Click the **Search** button	
Define Copy Group Detail 1	
* Click the **Define Copy Group Detail 2** tab	
Define Copy Group Detail 2	
Copy Invoice ID	_____ - Note the Copy Invoice ID of the first new invoice in the Copy Bill Selection section
*Click the **Reset Copy Invoice ID** button to reset invoice numbers to NEXT for future bill copy runs	
Standard Billing > Find an Existing Value	
Business Unit	17300
Invoice	New invoice noted above from Copy Bill Group
Header Info 1	
Pay Terms	IMMED
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Bill Copy Group ID	BILLGRP1
Instructor 2	Bill Copy Group ID	BILLGRP2
Instructor 3	Bill Copy Group ID	BILLGRP3
User 1	Bill Copy Group ID	BILLGRP4
User 2	Bill Copy Group ID	BILLGRP5
User 3	Bill Copy Group ID	BILLGRP6
User 4	Bill Copy Group ID	BILLGRP7
User 5	Bill Copy Group ID	BILLGRP8
User 6	Bill Copy Group ID	BILLGRP9
User 7	Bill Copy Group ID	BILLGRP10
User 8	Bill Copy Group ID	BILLGRP11

User	Field	Value
User 9	Bill Copy Group ID	BILLGRP12
User 10	Bill Copy Group ID	BILLGRP13
User 11	Bill Copy Group ID	BILLGRP14
User 12	Bill Copy Group ID	BILLGRP15
User 13	Bill Copy Group ID	BILLGRP16
User 14	Bill Copy Group ID	BILLGRP17
User 15	Bill Copy Group ID	BILLGRP18
User 16	Bill Copy Group ID	BILLGRP19
User 17	Bill Copy Group ID	BILLGRP20
User 18	Bill Copy Group ID	BILLGRP21
User 19	Bill Copy Group ID	BILLGRP22
User 20	Bill Copy Group ID	BILLGRP23

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Bill Copy Group ID	BILLGRP24
Instructor 2	Bill Copy Group ID	BILLGRP25
Instructor 3	Bill Copy Group ID	BILLGRP26
User 1	Bill Copy Group ID	BILLGRP27
User 2	Bill Copy Group ID	BILLGRP28
User 3	Bill Copy Group ID	BILLGRP29
User 4	Bill Copy Group ID	BILLGRP30
User 5	Bill Copy Group ID	BILLGRP31
User 6	Bill Copy Group ID	BILLGRP32
User 7	Bill Copy Group ID	BILLGRP33
User 8	Bill Copy Group ID	BILLGRP34
User 9	Bill Copy Group ID	BILLGRP35
User 10	Bill Copy Group ID	BILLGRP36
User 11	Bill Copy Group ID	BILLGRP37
User 12	Bill Copy Group ID	BILLGRP38
User 13	Bill Copy Group ID	BILLGRP39
User 14	Bill Copy Group ID	BILLGRP40
User 15	Bill Copy Group ID	BILLGRP41
User 16	Bill Copy Group ID	BILLGRP42
User 17	Bill Copy Group ID	BILLGRP43
User 18	Bill Copy Group ID	BILLGRP44
User 19	Bill Copy Group ID	BILLGRP45
User 20	Bill Copy Group ID	BILLGRP46

Activity 7 - Challenge: Entering and Processing Recurring Bills

Scenario
You are a **Billing Processor** for your agency that needs to create a recurring bill template, define the schedule, and run the Generate Recurring Bills process using the provided information below.

Menu Path
Billing → Maintain Bills → Standard Billing → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
Standard Billing: Add a New Value	
Business Unit	17300
Invoice	NEXT [default value]
Bill Type Identifier	PKG
Bill Source	ONLINE
Customer	000000000000256
* Click the **Add** button	
Header – Info 1	
Status	NEW [default value]
Invoice Date	[today's date – 1 month]
Cycle ID	MTH-1-7-R
Pay Terms	NET30
Accounting Date	[today's date]
Line – Info 1	
Table	ID
Identifier	MISC. CHRG (INV)
Qty	30
UOM	Day

Field	Value
Unit Price	4
From Date	[today's date – 1 month]
Through Date	[today's date + 1 year]
Line – Info 2	
Entry Type	INV
Entry Reason	PRNT
Acctg – Rev Distribution	
Code	INVPRNT
* Click the **Save** button	
Invoice	_____ - Note the value created by saving the invoice
Header – Info 1	
Frequency	Recurring
* Click the **Save** button	
Recurring Bill Schedule	Click the Recurring Bill Schedule link
Recurring Bill Schedule	
Start Date	[today's date – 1 month]
End Date	[today's date +1 year]
Pre-Assign Invoice Numbers	Checkbox selected
Generate Rev. Rec. Schedule	Click the Generate Rev. Rec. Schedule button
*Click the **Save** button	
View All	Click the View All link
Recurring Schedule section	Review scheduled invoices
Header – Info 1	
Status	RDY
* Click the **Save** button	
Billing → Maintain Bills → Create Recurring Bills → Add a New Value	
Run Control ID	GenRecurBill_[your initials]
Generate Recurring Bills	
Business Unit	17300
Range Selection	Invoice ID radio button
From Invoice	[New invoice ID created above]
To Invoice	[New invoice ID created above]
Run	Click the Run button
Process Scheduler Request	
Server Name	PSNT
Generate Recurring Bills	Select checkbox selected
* Click the **OK** button	

Field	Value
Generate Recurring Bills	
Process Monitor	Click the Process Monitor link
Process List	
Refresh	Click the Refresh button until Run Status is "Success" and Distribution Status is "Posted"
Recurring Bill Schedules	
Business Unit	17300
Invoice	[New invoice ID created above]
* Click the **Search** button	
Recurring Bill Schedule	
* Click the **View All** link	
Recurring Schedule	Review recurring schedule and identify when each invoice will be generated

Activity 8 - Walkthrough: Entering an Installment Bill

Scenario
In this scenario, you are the **Billing Administrator** for your agency and need to create an installment bill template. You will use this template to bill your customer in installments for monthly services provided over the next year.

Menu Path
Billing → Maintain Bills → Standard Billing

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to enter an installment bill in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Standard Billing: Add a New Value	
Business Unit	17300
Invoice	NEXT
Bill Type Identifier	P&D
Bill Source	ONLINE
Customer	000000000000286
Header - Info 1	
Invoice Date	2/5/10
Frequency	Installment
Cycle ID	MTH-1-7-I
From Date	2/5/10
To Date	2/28/11
Accounting Date	2/5/10
Line – Info 1	
Table	ID
Identifier	WRK ORD BILL (INV)
Quantity	12
UOM	EA

Field	Value
Unit Price	150
Line – Info 2	
Entry Type	INV
Entry Reason	WKORD
Navigation	Acctg – Rev Distribution option from the drop-down list
Acctg – Rev Distribution	
Code	Confirm INVWKORD displays
* Click the **Save** button	

Activity 9 - Walkthrough: Entering an Installment Bill Schedule

Scenario
In this scenario, you have already set up the installment bill template to bill your customer in installments for monthly services provided over the next year. Now, set up the installment bill schedule for the bills to occur monthly for the next year.

Menu Path
Billing → Maintain Bills → Standard Billing

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to enter an installment bill schedule in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Standard Billing: Find an Existing Value	
Business Unit	17300
Invoice	See user specific data
Header – Info 1	
Frequency	Installment
* Click the **Installment Bill Schedule** link	
Installment Bill Terms	
Installment Plan	INST12
Installment Bill Schedule	
Start Date	2/5/10
Pre assign invoice numbers	Checkbox **not** selected
* Click the **Generate Installment Bill Sched** link	
* Review the installment billing schedule in the **Installment Billing Schedule** section	
* Click the **Save** button	
* Click **Return to Bill Entry** link	
Header – Info 1	
Status	RDY
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Invoice	173P&D176
Instructor 2	Invoice	173P&D177
Instructor 3	Invoice	173P&D178
User 1	Invoice	173P&D179
User 2	Invoice	173P&D180
User 3	Invoice	173P&D181
User 4	Invoice	173P&D182
User 5	Invoice	173P&D183
User 6	Invoice	173P&D184
User 7	Invoice	173P&D185
User 8	Invoice	173P&D186
User 9	Invoice	173P&D187
User 10	Invoice	173P&D188
User 11	Invoice	173P&D189
User 12	Invoice	173P&D190
User 13	Invoice	173P&D191
User 14	Invoice	173P&D192
User 15	Invoice	173P&D193
User 16	Invoice	173P&D194
User 17	Invoice	173P&D195
User 18	Invoice	173P&D196
User 19	Invoice	173P&D197
User 20	Invoice	173P&D198

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Invoice	173P&D199
Instructor 2	Invoice	173P&D200
Instructor 3	Invoice	173P&D201
User 1	Invoice	173P&D202
User 2	Invoice	173P&D203
User 3	Invoice	173P&D204
User 4	Invoice	173P&D205
User 5	Invoice	173P&D206
User 6	Invoice	173P&D207
User 7	Invoice	173P&D208
User 8	Invoice	173P&D209
User 9	Invoice	173P&D210
User 10	Invoice	173P&D211

User	Field	Value
User 11	Invoice	173P&D212
User 12	Invoice	173P&D213
User 13	Invoice	173P&D214
User 14	Invoice	173P&D215
User 15	Invoice	173P&D216
User 16	Invoice	173P&D217
User 17	Invoice	173P&D218
User 18	Invoice	173P&D219
User 19	Invoice	173P&D220
User 20	Invoice	173P&D221

Activity 10 - Walkthrough: Running the Generate Installment Bill Process

Scenario

In this scenario, you have previously created an installment bill template and entered an installment bill schedule. Now, you need to run the **Generating Installment Bills** process so that SMART will create bills based on the installment bill schedule.

Menu Path

Billing → Maintain Bills → Create Installment Bills

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to run the Generate Installment Bill process in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Create Installment Bills: Add a New Value	
Run Control ID	InstallBill_[your initials]
Generate Installments	
Unit	17300
Invoice ID	Checkbox selected
Invoice	See user specific data
* Click the **Run** button	
Process Scheduler Request	
Server Name	PSNT
Select	Generate Installment Bills
Type	Web
Format	PDF
* Click the **OK** button	
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Invoice	173P&D176
Instructor 2	Invoice	173P&D177
Instructor 3	Invoice	173P&D178
User 1	Invoice	173P&D179
User 2	Invoice	173P&D180
User 3	Invoice	173P&D181
User 4	Invoice	173P&D182
User 5	Invoice	173P&D183
User 6	Invoice	173P&D184
User 7	Invoice	173P&D185
User 8	Invoice	173P&D186
User 9	Invoice	173P&D187
User 10	Invoice	173P&D188
User 11	Invoice	173P&D189
User 12	Invoice	173P&D190
User 13	Invoice	173P&D191
User 14	Invoice	173P&D192
User 15	Invoice	173P&D193
User 16	Invoice	173P&D194
User 17	Invoice	173P&D195
User 18	Invoice	173P&D196
User 19	Invoice	173P&D197
User 20	Invoice	173P&D198

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Invoice	173P&D199
Instructor 2	Invoice	173P&D200
Instructor 3	Invoice	173P&D201
User 1	Invoice	173P&D202
User 2	Invoice	173P&D203
User 3	Invoice	173P&D204
User 4	Invoice	173P&D205
User 5	Invoice	173P&D206
User 6	Invoice	173P&D207
User 7	Invoice	173P&D208
User 8	Invoice	173P&D209
User 9	Invoice	173P&D210
User 10	Invoice	173P&D211
User 11	Invoice	173P&D212

User	Field	Value
User 12	Invoice	173P&D213
User 13	Invoice	173P&D214
User 14	Invoice	173P&D215
User 15	Invoice	173P&D216
User 16	Invoice	173P&D217
User 17	Invoice	173P&D218
User 18	Invoice	173P&D219
User 19	Invoice	173P&D220
User 20	Invoice	173P&D221

Activity 11 - Walkthrough: Researching Non-Invoiced Bill Lines

Scenario
You are a **Billing Processor** for your agency. You have been notified by your supervisor that you need to add a bill line to a bill you recently entered. Find the invoice and confirm that it has not yet been invoiced. Then, add the bill line and save the changes.

Menu Path
Billing → Locate Bills → Lines Not Invoiced

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to research non-invoiced bill lines in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Line Search – Not Invoiced: Find an Existing Value	
Business Unit	17300
Invoice	See user specific data
* Click the **Search** button	
Bill Line Search	
Bill Lines	Sel checkbox selected for Line 1, Seq 1
Line Info 1	Click the Line Info 1 link
Line – Info 1	
Add a New Row	Click the Add a New Row button
Table	ID
Identifier	PRINT BILL (INV)
Quantity	150
UOM	EA
Unit Price	1
Line – Info 2	

Field	Value
Entry Type	INV
Entry Reason	PRNT
Acctg – Rev Distribution	
Code	INVPRNT
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Invoice	173JOB10
Instructor 2	Invoice	173JOB11
Instructor 3	Invoice	173JOB12
User 1	Invoice	173JOB13
User 2	Invoice	173JOB14
User 3	Invoice	173JOB15
User 4	Invoice	173JOB16
User 5	Invoice	173JOB17
User 6	Invoice	173JOB18
User 7	Invoice	173JOB19
User 8	Invoice	173JOB20
User 9	Invoice	173JOB21
User 10	Invoice	173JOB22
User 11	Invoice	173JOB23
User 12	Invoice	173JOB24
User 13	Invoice	173JOB25
User 14	Invoice	173JOB26
User 15	Invoice	173JOB27
User 16	Invoice	173JOB28
User 17	Invoice	173JOB29
User 18	Invoice	173JOB30
User 19	Invoice	173JOB31
User 20	Invoice	173JOB32

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Invoice	173JOB33
Instructor 2	Invoice	173JOB34
Instructor 3	Invoice	173JOB35
User 1	Invoice	173JOB36
User 2	Invoice	173JOB37
User 3	Invoice	173JOB38

User	Field	Value
User 4	Invoice	173JOB39
User 5	Invoice	173JOB40
User 6	Invoice	173JOB41
User 7	Invoice	173JOB42
User 8	Invoice	173JOB43
User 9	Invoice	173JOB44
User 10	Invoice	173JOB45
User 11	Invoice	173JOB46
User 12	Invoice	173JOB47
User 13	Invoice	173JOB48
User 14	Invoice	173JOB49
User 15	Invoice	173JOB50
User 16	Invoice	173JOB51
User 17	Invoice	173JOB52
User 18	Invoice	173JOB53
User 19	Invoice	173JOB54
User 20	Invoice	173JOB55

Activity 12- Walkthrough: Researching Non-Invoiced Bills

Scenario
You are a **Billing Administrator** for your agency. You need to review a non-invoiced bill and if approved, update the status to ready. Find the non-invoiced bill for customer 000000000000258, review the bill information, and for this scenario, change the status to "RDY" so it can be finalized and sent to the customer.

Menu Path
Billing → Locate Bills → Bills Not Invoiced

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to research non-invoiced bills in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Bill Search	
Unit	17300
Bill To	Customer
ID (Customer)	000000000000258
***** Click the **Search** button	
Bill Search Results	
Invoice	See user specific data
Select	Checkbox selected for invoice
Summary	Click the Summary link
Bill Summary Info	
All fields	Review the page
Header Info 1	Click the Header Info 1 link
Header – Info 1	
All fields	Review the page
Line – Info 1	
All fields	Review the page
Header – Info 1	

Field	Value
Status	RDY
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Invoice	173P&D5
Instructor 2	Invoice	173P&D6
Instructor 3	Invoice	173P&D7
User 1	Invoice	173P&D8
User 2	Invoice	173P&D9
User 3	Invoice	173P&D10
User 4	Invoice	173P&D11
User 5	Invoice	173P&D12
User 6	Invoice	173P&D13
User 7	Invoice	173P&D14
User 8	Invoice	173P&D15
User 9	Invoice	173P&D16
User 10	Invoice	173P&D17
User 11	Invoice	173P&D18
User 12	Invoice	173P&D19
User 13	Invoice	173P&D20
User 14	Invoice	173P&D21
User 15	Invoice	173P&D22
User 16	Invoice	173P&D23
User 17	Invoice	173P&D24
User 18	Invoice	173P&D25
User 19	Invoice	173P&D26
User 20	Invoice	173P&D27

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Invoice	173P&D28
Instructor 2	Invoice	173P&D29
Instructor 3	Invoice	173P&D30
User 1	Invoice	173P&D31
User 2	Invoice	173P&D32
User 3	Invoice	173P&D33
User 4	Invoice	173P&D34
User 5	Invoice	173P&D35
User 6	Invoice	173P&D36

User	Field	Value
User 7	Invoice	173P&D37
User 8	Invoice	173P&D38
User 9	Invoice	173P&D39
User 10	Invoice	173P&D40
User 11	Invoice	173P&D41
User 12	Invoice	173P&D42
User 13	Invoice	173P&D43
User 14	Invoice	173P&D44
User 15	Invoice	173P&D45
User 16	Invoice	173P&D46
User 17	Invoice	173P&D47
User 18	Invoice	173P&D48
User 19	Invoice	173P&D49
User 20	Invoice	173P&D50

Activity 13 - Walkthrough: Processing and Printing Pro Forma

Scenario
You are a **Billing Processor** for your agency. You need to print a pro forma invoice for review prior to a **Billing Administrator** running the Finalize and Print process and sending invoices to customers.

Menu Path
Billing → Generate Invoices → Non-Consolidated → Print Pro Forma

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to print a pro forma invoice in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you.

Required Data

Field	Value
Add a New Value	
Run Control ID	PrintProForma_[your initials]
Pro Forma	
Range Selection	Invoice ID radio button
From Business Unit	17300
To Business Unit	17300
From Invoice	See user specific data
To Invoice	Same as From Invoice
* Click the **Bills to Be Processed** icon	
Bills To Be Processed	
* Confirm the invoice is listed for processing	
* Click the **Return** button	
Run	Click the Run button
Process Scheduler Request	
Server Name	PSNT
Proforma & Print (BIJOBP01)	Select checkbox selected
Type	Web

Field	Value
Format	PDF
OK	Click the OK button
Pro Forma	
Process Instance Number	_____ - Note the process instance number created for the process request
Process Monitor	Click the Process Monitor link
Process List	
Refresh	Click the Refresh button until Run Status is "Complete" and Distribution Status is "Posted"
BIJOBP01	Click the BIJOBP01 link for your process instance number
Process Detail	
BISPJ00 Success	Click the BISPJ00 Success button
BIIVCPN	Click the BIIVCPN Success link
View Log/Trace	Click the View Log/Trace link
View Log/Trace	
File List	Click the link for the PDF document containing your process instance number in the name
Pro Forma PDF (new window)	
All fields	Review the PDF file
Close	Close the invoices PDF

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	From Invoice	173JOB56
Instructor 2	From Invoice	173JOB57
Instructor 3	From Invoice	173JOB58
User 1	From Invoice	173JOB59
User 2	From Invoice	173JOB60
User 3	From Invoice	173JOB61
User 4	From Invoice	173JOB62
User 5	From Invoice	173JOB63
User 6	From Invoice	173JOB64
User 7	From Invoice	173JOB65
User 8	From Invoice	173JOB66
User 9	From Invoice	173JOB67
User 10	From Invoice	173JOB68
User 11	From Invoice	173JOB69
User 12	From Invoice	173JOB70

User	Field	Value
User 13	From Invoice	173JOB71
User 14	From Invoice	173JOB72
User 15	From Invoice	173JOB73
User 16	From Invoice	173JOB74
User 17	From Invoice	173JOB75
User 18	From Invoice	173JOB76
User 19	From Invoice	173JOB77
User 20	From Invoice	173JOB78

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	From Invoice	173JOB79
Instructor 2	From Invoice	173JOB80
Instructor 3	From Invoice	173JOB81
User 1	From Invoice	173JOB82
User 2	From Invoice	173JOB83
User 3	From Invoice	173JOB84
User 4	From Invoice	173JOB85
User 5	From Invoice	173JOB86
User 6	From Invoice	173JOB87
User 7	From Invoice	173JOB88
User 8	From Invoice	173JOB89
User 9	From Invoice	173JOB90
User 10	From Invoice	173JOB91
User 11	From Invoice	173JOB92
User 12	From Invoice	173JOB93
User 13	From Invoice	173JOB94
User 14	From Invoice	173JOB95
User 15	From Invoice	173JOB96
User 16	From Invoice	173JOB97
User 17	From Invoice	173JOB98
User 18	From Invoice	173JOB99
User 19	From Invoice	173JOB100
User 20	From Invoice	173JOB101

Activity 14 - Challenge: Printing and Reviewing Pro Formas

Scenario
You are a **Billing Processor** for your agency. You need to print a pro forma invoice for a range of invoices. You want to review the Pro Formas for any errors prior to a **Billing Administrator** running the Finalize and Print process and sending invoices to customers.

Menu Path
Billing → Generate Invoices → Non-Consolidated → Print Pro Forma

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
Add a New Value	
Run Control ID	PrintProForma_[today's date]
Pro Forma	
Range Selection	Invoice ID radio button
From Business Unit	17300
To Business Unit	17300
From Invoice	173JOB102
To Invoice	173JOB111
Run	Click the Run button
Process Scheduler Request	
Server Name	PSNT
Proforma & Print (BIJOBP01)	Select checkbox selected
Type	Web
Format	PDF
OK	Click the OK button
Pro Forma	

Field	Value
Process Instance Number	_____ - Note the process instance number created for the process request
Process Monitor	Click the Process Monitor link
Process List	
Refresh	Click the Refresh button until Run Status is "Complete" and Distribution Status is "Posted"
BIJOBP01	Click the BIJOBP01 link for your process instance number
Process Detail	
BISPJ00 Success	Click the BISPJ00 Success button
BIIVCPN	Click the BIIVCPN Success link
View Log/Trace	Click the View Log/Trace link
View Log/Trace	
File List	Click the link for the PDF document containing your process instance number in the name
Pro Forma PDF (new window)	
All fields	Review the PDF file
Close	Close the invoices PDF

User Specific Data – Backup Data

User	Field	Value
NA	From Invoice	173JOB112
NA	To Invoice	173JOB121